## North Carolina Agriculture Cost Share Program Review Summary (October, 2014)

County	Greene	Date of Previous Review/Report	2006
District Staff Name(s)	Dawn Murphy, Rodney Taylor	Date	October 1-2, 2014
NRCS Staff Name(s)	Carl Kirby		
Division Representative(s)	Ken Parks, Kristina Fischer		
Additional Participants			

	Div	/isior	Find	ings		District Plan of Action Required				
Questions	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable	Division Comments	Yes	No	SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
Section 1: Application Procedures and Tracking Questions in this section focus on how the district ac	<b>Prog</b>	gress ses th	(BMP ne pro	<b>Imple</b> gram,	ementation and Payments) how applications are developed, how con	tracts are	develope	d, how funds are tracked and how the	board approves ea	ch.
When do you schedule your board meetings?				Х	First Tuesday of the month at 8:00 a.m.		Х			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Notices at the county courthouse and district office door.		Х			

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When do you develop a conservation plan for a potential applicant?				х	The technician will meet the applicant on site and discuss the resource concern. The conservation plan starts then. Inventory of planning area form and CP3A.		х			
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				х	The technician goes over the resource concerns and meets with the applicant in the district office to determine if the BMPs are feasible or not.		х			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes, the board is approving them as separate actions.		X			
Are application decisions/motions recorded in the board minutes?		Х			Yes, but <u>recommend</u> recording them as separate actions.	х		District will be sure to record like this separate action items.	Immediately	Plan of action accepted.
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				x	The technician keeps track of the contracts with a spreadsheet and also a ledger of cooperators that have reached the BMP caps. The district has not had any incentive BMPs recently, but is reminded that the self-certification form is required and a copy is to be kept in the file.		х	District will work with cooperator to insure self-certification is complete for incentive contracts.	Immediately	Plan of action accepted.

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Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				х	Same as above.		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				х	Same as above. The district technician will also call other districts to check with them on these type applicants.		х			
Once applications are approved, how do you develop a contract?				Х	When the applications are approved the technician lets them know they are accepted in the program and then uses Toolkit to develop the contract in enter it in CS2.		х			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The technician will call and tell the cooperator to come in and sign the forms and then goes over the contract thoroughly. The 1/3 <sup>rd</sup> rule is explained before the contract is actually approved.		х			
What procedures do you follow for notifying the applicant that work can begin?				х	The technician calls the cooperator when the contract is approved by the division and lets them know to start work.		x			

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What information do you provide the applicant?		Х			The technician gives them a copy of the conservation plan and maps and the cooperators are given the option of having the contract. Some will take it and some will not. <b>Recommend</b> to inform them the purpose of having a copy of the contract.	Х		Technician will provide a copy of all documents in contract to cooperators.	Immediately	Plan of action accepted.
Are contracts reviewed and approved by the Board as a separate action item?				Х	Yes.		Х			
Are contract decisions/motions recorded in the board minutes?				х	Yes.		X			
Describe the district/board's procedure for approving supervisor contracts.				х	The supervisors are ranked the same and they abstain from voting.		Х			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?	Х				Yes		Х			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				х	The technician works with the contractors and cooperators assists them with installing the BMPs during onsite visits. The technician also takes before and after photos.		X			
How do you track the Commission's interim performance milestone? One-third of the work		х				Х		Will record 1/3 date in cons. Notes in cooperators folder all non-complete contracts will be	Immediately	Plan of action accepted.

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must be completed within 12 months of division approval.					The technician tells the cooperator of this rule and keeps track of this in talking with uses a spreadsheet to track this. <b>Recommend</b> to include a column for the 1/3 <sup>rd</sup> date.			reviewed prior to each board meeting.		
Is the district recording 6-month extensions in the board minutes?				Х	The district has not had any of these, but is aware of the procedure.		х			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?	Х				The final check is recorded in the field books. The person with JAA also signs the field book. A letter is also used for an engineering practice.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	Х				Yes and this is recorded in the field books also.		х			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				х	Yes, copies are kept in the files. The cooperators keep the originals.		Х			
Are request for payments reviewed and approved by the board as a separate action item?				Х	Yes.		Х			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				Х	The district has not had any of these recently, but knows the procedure.		х			

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Are payment decisions/motions recorded in the board minutes?				Х	N/A		Х			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district re	eview	s BM	Ps for	compl	iance and how maintenance and/or non-co	omplianc	e issues a	re addressed.		
Who participates in annual spot checks? When are they conducted?				х	The technician and board members who are available at that time. They are usually done in January.		X			
How does the district select which contracts to spot check?				Х	The technician does a total of active contracts and then selects a random number to pick from.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.				Х	Yes		Х			
How does the district review five percent of all waste utilization plans?				х	Yes		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				х	Carl, the District Conservationist, checks with the technician to see if any of these contracts need to be spotcheck.		х			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or reimplemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				х	The district technician will contact the cooperator and also send a letter to put the BMP back in compliance or repay the funds.		х			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				х	They are notified at the board meetings.		Х			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				х	They are notified after the BMP is found out of compliance and a copy is kept in the file.		х			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				Х	The funds were repaid.		х			
Is the district notifying the division of non- compliance and resolutions?				х	Yes.		Х			

Section 3: Record Keeping

Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.

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How does the district track BMP funds?				Х	The technician uses a spreadsheet with the different programs, contract number, BMP and totals.		X			
How does the district use the division on-line (website) reports?				х	Yes.		х			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				Х	Rodney does the audit using the spreadsheet and online reports. The last one was done July 2013. Yes and notarized.		Х			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				х	The county finance dept. does the TA funds tracking. Yes they are audited, annually by September, Barrow, Paris & Davenport CPA firm.		x			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Rodney Taylor		х			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				х	Same as above.		х			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				х	Same as above.		Х			

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How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				Х	80% of the time is spent on cost share programs. It is tracked on the monthly tracking sheet.		Х			
Is proper job approval authority (JAA) documented for each technical and cost share position?				Х	Yes.		Х			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				х	Yes.		х			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed contract number.	Spo	t che	cks w	ere als	o conducted. Notes include recommendat	ions and/	or correcti	ve action for contract files as well as t	he BMP. Contracts/	BMPs are listed by
Contract Number: 40-2006-021 Applicant Name: John Edmundson BMP: Grassed Waterway		X			The BMP was functioning properly.  Recommend to do some mowing as needed for maintenance.  Documentation in the contract file looked good.	X		Technician had met with producer and grass will be mowed after beans are harvest. Technician will recheck when producer notifies work has been done.	Immediately	Plan of action accepted. The division staff has done a follow-up on this BMP and the recommended maintenance has been completed.

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Contract Number: 40-2008-003, 40-2009-005 Applicant Name: J & J Swine BMP: Hydrants										
	x				The BMP looked good and was functioning properly.  Documentation in the file looked good.		X			

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Contract Number: 40-2012-001 Applicant Name: John Relyea, Jr. BMP: Prawn Pond										
	X				The BMP looked good and was functioning properly.  Documentation in the file looked good.		X			

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Contract Number: 40-2005-004 Applicant Name: Jack Cunningham (Supervisor) BMP: Hydrants										
	x				The BMP looked good and was functioning properly.  There was no conservation plan in the file.		X			

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Contract Number: 40-2010-001 Applicant Name: Lucky 4 Farms BMP: Poultry Drystack										
	Х				The BMP looked good and was functioning properly.  Documentation in the file looked good.		X			

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Contract Number: 40-2009-013 Applicant Name: David King BMP: Cropland Conversion to Trees										
	X				The BMP looked good and was functioning properly.  Documentation in the file looked good.		X			

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Contract Number: 40-2009-009 Applicant Name: Jerry Jones (Superv BMP: Field Border (Not Present)	isor)										
				X		The field border had been planted in soybeans. A corrective action is given due to the field border was not present and needs to be reestablished. The technician must work with the cooperator to get the BMP back in compliance by following the non-compliancy policy.  Documentation in the file looked good.	X		We have met with producer discussed the corrective action and field border will be installed when beans are harvest.	After beans are harvested.	Plan of action accepted. The division staff has done a follow-up to ensure the BMP has been re-established and it is back in compliance.

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Contract Number: 40-2007-019 Applicant Name: Elizabeth Hill BMP: Riparian Buffer (CREP)	X				The BMP looked good and was functioning properly.  Documentation in the file looked good.		X			